

HOW TO REGISTER A COMPANY

Use these instructions to register as a **New** Company or enter an **Existing** Company into the online system for the **first time**.

Use the following link to access the online licensing system:

<https://dphregprograms.iowa.gov/PublicPortal/iowa/IDPH/common/index.jsp>

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

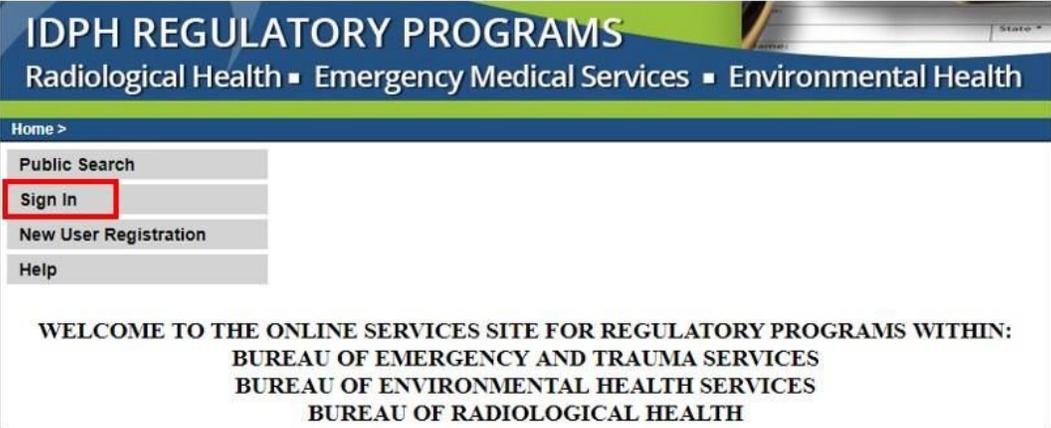
If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account, go back to the IDPH Regulatory Programs Page and follow the “How to create an account” instructions.

NOTE: You must use either **Google Chrome** or **Safari** when applying online.

STEP 1: SIGN IN

Sign in to your existing account.



The screenshot shows the IDPH Regulatory Programs website. The header includes the text "IDPH REGULATORY PROGRAMS" and "Radiological Health ■ Emergency Medical Services ■ Environmental Health". Below the header is a navigation menu with "Home >". A sidebar on the left contains buttons for "Public Search", "Sign In" (highlighted with a red box), "New User Registration", and "Help". The main content area displays a welcome message: "WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN: BUREAU OF EMERGENCY AND TRAUMA SERVICES, BUREAU OF ENVIRONMENTAL HEALTH SERVICES, BUREAU OF RADIOLOGICAL HEALTH".

From your Profile page, click **Continue**.



The screenshot shows the "My Profile" page. The left sidebar has buttons for "Home", "Sign Off", and "Help". The main content area is divided into two sections: "Basic Profile Details" and "Physical Address Details". The "Basic Profile Details" section shows fields for Name (Adper Amandaone), Date of Birth (11/24/1991), Email Address (meghanadamer@gmail), and Preferred Address. The "Physical Address Details" section shows fields for Address is, ATTN, Street Number (09), City (Des Moines), Street Prefix (North), County (Page), Street Name (Oliver), State (Iowa), Street Type (Drive), Country (US), Street Direction, Zip Code (56789), Unit Type, Phone 1 (8990900900), and Unit Number. The "Continue" button is highlighted with a red box. There are also "Reset" and "Addresses" buttons.

STEP 2: REGISTER A COMPANY

From the **Programs** page, click on **New Company Registration**.

NOTE: If you believe your company should already be registered and you do not see your business information, please stop here and contact the Help Desk at 855-824-4357.

The screenshot shows the 'IDPH REGULATORY PROGRAMS' website. The main navigation bar includes 'Radiological Health', 'Emergency Medical Services', and 'Environmental Health'. Below this, the user's name 'Amanda LaunchIT' is displayed. A sidebar menu on the left contains several options: 'Home', 'Public Search', 'My Profile', 'New Company Registration' (highlighted with a red box), 'Apply for a Program', 'Sign Off', and 'Help'. Below the sidebar, there is a table titled 'Programs for Amanda LaunchIT' with columns for 'License #', 'Applicant', 'Program', 'Status', 'Issue Date', 'Expiry Date', 'City', 'Details', 'Online Services', and 'Renew'. A 'Make Payment' button is located at the bottom right of the table.

STEP 3: COMPLETE THE COMPANY PROFILE

Enter the Company Details and Address Details on the following screen. (Fields with red asterisks are required.) Click on **Continue** when you have entered in all the required details. **Tip:** Do not use dashes or spaces when entering the Tax ID / EIN / SSN number.

The screenshot shows the 'IDPH REGULATORY PROGRAMS' website's 'Company Profile' page. The breadcrumb trail is 'Home > My Programs > Company Profile'. The page is divided into two main sections: 'Basic Profile Details' and 'Physical Address Details', both of which are highlighted with a yellow box. The 'Basic Profile Details' section includes fields for 'Company Name*', 'Tax ID / EIN / SSN*', 'Company Type' (dropdown), 'Program Type' (dropdown), 'Preferred Address' (dropdown), and 'Email Address'. The 'Physical Address Details' section includes fields for 'Address is' (dropdown), 'ATTN', 'Street Number*', 'City*', 'Street Prefix' (dropdown), 'County' (dropdown), 'Street Name*', 'State*' (dropdown), 'Street Type*' (dropdown), 'Country' (dropdown), 'Street Direction' (dropdown), 'Zip Code*', 'Unit Type' (dropdown), 'Phone 1*' (dropdown), 'Unit Number', and 'Phone 2' (dropdown). At the bottom of the page, there are two buttons: 'Continue' (highlighted with a red box) and 'Reset'.

STEP 4: MANAGE COMPANY INFORMATION

After registering you will be taken to the **My Programs** page for your company. You can view your current licenses, **Apply for a Program**, view your **Company Profile**, and **Manage Members** of your company.

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs Your Name

- Home
- Public Search
- My Profile
- Company Profile
- Member Management
- Apply for a Program**
- Sign Off
- Help

Programs for Company Name

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
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For instructions on **How to Apply for Program** to be licensed with the Iowa Department of Public Health, return to the IDPH Regulatory Programs page for LEAD and locate the appropriate instructions under your program.